



RICHARD B. DIXON  
CHIEF ADMINISTRATIVE OFFICER

COU.  
CHIEF

713H

*Biff  
Jan  
M. T.  
J. M. T.*

*We will need to comply on future contracts. Should advise current contractors of need for this info.*

*WLD  
4-20-91*

April 16, 1991

To: All Department Heads

From: Richard B. Dixon  
Chief Administrative Officer

Subject: CONTRACTING WITH MINORITY/WOMEN-OWNED FIRMS

On April 9, 1991, on motion of Supervisor Molina, the Board instructed the Chief Administrative Officer to ensure that County departments provide that minority and women-owned firms enjoy equal access to County service contracts.

As you know, the County has historically played a leadership role in pursuing aggressive outreach efforts to recruit and promote minority and women employees. These efforts have also been reflected in our business, or contracting, efforts. The Board's policy, as evidenced by the April 9 and March 26 instructions, is that these efforts will be continued and expanded. However, it should be noted, the Board has expressly indicated that our efforts to ensure equal access by minority and women-owned firms will include no quota or "set aside" provisions.

Consistent with the April 9, 1991 Board order, departments are instructed to provide the following information via attachment on all contracts for services submitted for Board approval, effective with the Board agenda of May 14, 1991:

- The process used for identifying minority vendors;
- A list of firms from which the department solicited offers;
- Minority participation (i.e., partners, associate partners, staff, etc.) and percentage of minority ownership in each firm;
- A comparison of minority participation of competing vendors; and
- Statement that, on final analysis and consideration of award, vendor was selected without regard to race, creed, or color.

**All Department Heads**

**April 16, 1991**

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This instruction is fully consistent with the Board order of March 26, 1991, on motion of Supervisor Hahn, for the CAO and Purchasing Agent to work with affected departments in devising a program to promote efforts aimed at encouraging maximum minority and women-owned business participation in County contracting efforts. A report is being prepared by this office, Internal Services, and the Affirmative Action Compliance Officer in response to this order, and will also address expansion of the progressive and innovative outreach efforts which have been piloted in the Second District.

In keeping with the longstanding County tradition of fairness and openness, I know that you will provide these efforts your full attention and enthusiastic support.

RBD:LMJ

MKZ:mmg2

c: Each Supervisor

W: MORRIS, RAO